

How to Use the Catering Services, Conference Space and Hotel Room Accommodations Statewide Contract

Contract #: GRO27A, GRO27B, GRO27C

Contract Duration: 05/01/2011 to 4/30/2015

MMARS #: GRO27A* GRO27B*, GRO27C* - Options to renew: No options available

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This contract contains **Small Business Purchasing Program (SBPP), Supplier Diversity Office SDO Contractors and Environmentally Preferable Products (EPP) Equipment**

Last change date: **11/01/12**

Contract Summary

This contract covers Catering Services, Conference Space and Hotel Room Accommodation which is available from various contractors statewide. Departments may request any or all services from the list of available contractors for GRO27A Catering Services, GRO27B Catering Services and Conference Space and GRO27C Catering Services, Conference Space and Hotel Room Accommodation.

The statewide contract has been divided in three (3) statewide contracts categories as follows:

- GRO27A - General Catering Services allows contractors to provide general catering services only (breakfast, lunch, dinners, snack, etc.). Set up, clean up, linens, utensils, paper goods and delivery fees are to be included in quoted price unless agreed to between the department and the contractor prior to delivery of service.
- GRO27B - Catering Services with Conference Space which allows contractors to provide catering services and conference centers (e.g. hotels, convention centers, halls, etc.) that restrict departments to use their in-house or subcontracted caterers. Eligible entities temporarily use space with catering services for training, conferences, seminars, ceremonies and large meetings. The price of the conference space rental is inclusive of all conference incidentals (i.e. audiovisual equipment, internet connections, etc.).
- GRO27C - Catering Services with Conference Space and Hotel Room Accommodation Rates. This allows contractors to provide Catering Services, Conference Spaces with an added value option to provide special hotel room rates as it applies to the eligible entity's needs and requirements.

Departments may request any or all commodity or services as specified with the identified contracts. Departments may request catering menus, negotiate prices with contractors and obtain price quotes when services are needed.

Benefits and Cost Savings

- The statewide contract covers a broad selection of contractors that can provide catering services, conference spaces and hotel room accommodation.
- **Competitive Pricing** – The Strategic Sourcing Services Team (SSST) has awarded the contract to those contractors who provided the most competitive pricing and/or discounts for the services being offered

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Contract Information:

For the most up-to-date, accurate and complete listing of authorized contractors and related program participation statuses, locate the Active Contract record and select the Vendor(s) tab.

How to use the contract

To obtain contractors' detailed contact and award information please refer to the "Vendor" tab on the Comm-PASS (www.comm-pass.com) web site. Each awarded contractor does have a Contractor's Fact Sheet, Available Menu and pricing at the bottom of each vendor's detail page as an attachment. **The pricing identified for each**

contractor's catering services award is standard pricing for breakfast, lunch and dinner as identified. Eligible Entities should note that pricing may vary for each category (breakfast, lunch, dinner) depending on menu selections.

Eligible Entities are encouraged to obtain quotes from multiple contractors to ensure competitive pricing. Eligible Entities are required to contact at least three (3) selected contractors of their choice before placing orders to solicit competitive pricing.

For problems which are not resolved through customer service, contract users should contact the listed contact under the vendor contact information on Comm-PASS (www.comm-pass.com).

Delivery – Delivery must be made at no extra cost to the Commonwealth with all deliveries being FOB destination. All orders will be processed, confirmed and delivered based on established delivery schedules with the ordering Eligible Entity. The Eligible Entity will establish a mutually agreed upon delivery schedule with the contractor(s). The contractor(s) will make delivery of items as requested by the ordering facility. Any change in the specified delivery schedule is subject to approval by the Eligible Entity.

Any item not delivered during an established delivery period may be canceled at no cost to the Commonwealth. Any additional costs incurred by the Commonwealth, as a result of the contractor's failure to deliver is the responsibility of the contractor(s). Any product delivered that does not conform to this requirement will be returned at the contractor's expense.

"Will Call" Orders are orders that are to be picked up by the contract user within 24 hours of request and the contractor(s) will provide for "will call" orders if immediate delivery is necessary and the contract user is willing to pick up the order. The contractor(s) may be asked to provide emergency delivery and may charge a compensation rate for such deliveries if agreed to in advance by the Eligible Entity.

Cancellations - Eligible Entities and/or contractors will be required to provide at a minimum the following notices for cancellation:

- GRO27A – General Catering Services – Seven (7) day notice
- GRO27B - Catering Services with Conference Space – Fourteen (14) day notice
- GRO27C - Catering Services with Conference Space & Hotel Room Accommodations – Thirty (30) day notice

Contract Agreements – Eligible Entities are **NOT** required to sign any contractor's documents or provide any deposits for any commodities and/or services provided through GRO27A, GRO27B and GRO27C.

Prompt Pay Discount (PPD) – Prompt Pay Discount is available from all awarded contractor(s) listed on Comm-PASS (www.comm-pass.com). Please refer to the “Vendor” tab for detailed information.

Price & Acquisition

For pricing information, a price list for each awarded contractor is available on the www.comm-pass.com website under the “Vendor” Tab for GRO27. To access individual contractors’ price sheets, click on the “Vendor” tab, click on the view icon (eyeglasses) for the contractor(s) of choice, scroll to the bottom of the page and pricing information, menus, etc. is available as an attachment.

Contract Counties

Contractors have designated the counties in which they will provide service under the statewide contract. Please refer to the Vendor list below for service areas. The list of counties is available under the “Forms & Terms” tab of Comm-PASS (www.comm-pass.com).

Vendor List and Contract information

Please refer to the “Vendor” tab of Comm-PASS (www.comm-pass.com) at the bottom of the vendor detail page for “Contractor’s Fact Sheet” pricing attachment.

For the most up-to-date, accurate and complete listing of authorized contractors and related program participation statuses, locate the Active Contract record and select the Vendor(s) tab.

Supplier involvement in any of the following programs will have the appropriate icon appear in the column heading. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount PPD).

Strategic Sourcing Services Team Members

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Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the Comm-PASS (www.comm-pass.com) website, click on “Contracts” then search by document number GRO27A, GRO27B, GRO27C to locate the following contract information:

Contract User Guide	“Forms & Terms” tab
List of Counties	“Forms & Terms” Tab
Performance Requirements & Specifications	“Forms & Terms” Tab
Contractor Fact Sheet	“Vendor” Tab
Contractor’s Menu	“Vendor” Tab (if applicable)